



## Daily/Weekly Vehicle Inspection Report

Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Vehicle #: \_\_\_\_\_  
Odometer reading: \_\_\_\_\_

### Exterior Inspection (360 Walk-around):

Yes No Comments:

- Daily** Is the vehicle exterior free of visible damage?  
**Daily** Do all four tires look to be properly inflated?  
**Daily** Are there any signs of fluid leakage underneath vehicle?  
**Daily** Is the vehicle clean in appearance?  
**Daily** Are all four tires properly inflated by gauge? Psi \_\_\_\_\_  
**Daily** Is tire tread depth and tread wearing acceptable?  
**Daily** Are wiper blades adequate?

### Interior Inspection:

Yes No Comments:

- Daily** Is the vehicle's interior clean of debris?  
**Daily** Are safety belts working properly?  
**Daily** Is a first aid kit available?  
**Daily** Is the vehicle registration easily accessible?  
**Daily** Is the vehicle insurance information accessible?  
**Daily** Is a spare tire available and inflated?  
**Daily** Is there a jack system available?  
**Daily** Is the Motor Vehicle Inspection valid?

### Operating Inspection:

Yes No Comments:

- Daily** Are the headlights working?  
**Daily** Are the taillights working?  
**Daily** Are the brake lights working?  
**Daily** Are the back-up lights working?  
**Daily** Are the interior lights working?  
**Daily** Are the windshield wipers working properly?  
**Daily** Is the horn working?

- Daily** Are the proper mirrors available?  
**Daily** Is the parking brake working?  
**Daily** Do the turn signals work?  
**Daily** Does the heating/cooling system work properly?

### Under-the-hood Inspection:

Yes No Comments:

- Daily** Is the engine oil within range?  
**Daily** Is the windshield wiper fluid within range?  
**Weekly** Is the power steering fluid within range?  
**Weekly** Is the transmission fluid within range and a reddish color?  
**Weekly** Is the brake fluid within proper levels?  
**Weekly** Is the coolant within proper levels?  
**Weekly** Do all belts appear in good condition?

Comments: \_\_\_\_\_